

# COLUMBIA POLICE DEPARTMENT

## Policy and Procedure Manual

### MAJOR INCIDENT NOTIFICATION

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**Approved By:** Kenneth Burton Chief of Police  
**CALEA 6<sup>th</sup> Edition Standard:**

## **358 MAJOR INCIDENT NOTIFICATION**

### **358.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

### **358.2 POLICY**

The Columbia Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

### **358.3 MINIMUM CRITERIA FOR NOTIFICATION**

Most situations where the media show a strong interest are also of interest to the Chief of Police and the affected Bureau Commander. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Homicides, suspicious deaths or deaths related to law enforcement activity
- Traffic collisions with fatalities
- Officer-involved shooting, whether on- or off-duty (see Officer-Involved Shooting Policy for special notifications)
- Significant injury or death to a member, whether on- or off-duty
- Death of a prominent Columbia official
- Arrest of department member or prominent Columbia official
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- In-custody deaths
- Any other incident, which has or is likely to attract significant media attention

### **358.4 WATCH COMMANDER RESPONSIBILITIES**

The Watch Commander is responsible for making the appropriate notification. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notification as soon as practicable. Notification should be made by using the call notification protocol posted in Public Safety Joint Communications.

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#### **358.4.1 STAFF NOTIFICATION**

In the event an incident occurs as identified in the Minimum Criteria for Notification above, the Chief of Police and Deputy Chief of Police shall be notified along with the affected Bureau Commander and the Operations Support Bureau Commander if that bureau is providing assistance.

#### **358.4.2 INVESTIGATOR NOTIFICATION**

If the incident requires that an officer or investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted.

#### **358.4.3 TRAFFIC UNIT NOTIFICATION**

In the event of a traffic fatality or major injury, the Traffic Unit supervisor shall be notified, who will then contact the appropriate investigator.

#### **358.4.4 PUBLIC INFORMATION OFFICER**

The Public Information Officer shall be notified if it appears the media may have an interest in the incident.